



Weare Public Library

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Board of Trustees

Raymond J. Kelly, Chairman

Susan Morin, Treasurer

Jill Tacy, Secretary

Paul Marsh, Alternate

Terri Wahnowsky, Alternate

Christine Hague, Director

Minutes

Board of Trustees Meeting

Thursday, May 5 2010

Present: Ray Kelly, Susan Morin and Jill Tacy Trustees; Terri Wahnowsky and Paul Marsh Alternate Trustee; Christine Hague, Director.

The meeting was called to order at 6:33 p.m.

Acceptance of Minutes:

Secretary Morin moved to accept the minutes of the April 5, 2010 meeting. Terri Wahnowsky moved to second the motion. All present were in favor.

Public Hearing:

A public hearing came to order at 6:51 p.m. to accept \$614.90 in funds from donations, income generating equipment and other small donations (see attached table). Treasurer Morin moved to accept the funds, Alternate Terri Wahanowski, seconded the motion. All present were in favor. Public session ended at 7:00 pm.

Reports:

Director's Report

Weeding of the current collection is underway. Orders of new fiction, non fiction, audiobooks on CD and children's picture books have been placed. Weare artist Deborah Lion hung an exhibit of watercolors, drawings and photography to be displayed for two months. Currently six children are participating in the Ruff Readers program and the schedule seems to be running a bit more smoothly. Circulation is down slightly however Thelma Tracy reported 109 new patron registrations during the month. Winter winds tore some shingles off the library roof. Ed Belanger was hired to replace them.

Callie Moody has tenured her letter of resignation. She is taking a position at the Litchfield library. She has taken a part-time position with higher pay and both medical and dental benefits. Applications are being taken for one page position.

Profit and Loss sheet was reviewed by the Trustees. Director Hague has a billing schedule that she can share with the Trustees to show what the billing schedule for the whole year is. The library is in good shape in terms of the profit and loss budget at this time.

Old Business:

Harassment Policy: The library personnel policy already contains information regarding harassment. It was discussed that the sample policy from Primex contains some of this harassment language as well as language for a sexual harassment policy. Director Hague felt that the reporting part of the sexual harassment policy was lacking and should be looked at. People need to have an alternate contact to go to for reporting sexual harassment. This can be addressed when the Trustees review the library's personnel policy. Our current policy does not contain language addressing the consequences or disciplinary

procedures for sexual harassment claims. The sexual harassment policy is a way to enforce the internet policy. Any library internet user has already signed the policy against pornography. Again language for disciplinary action and steps for enforcing this are needed. Both the library employees and the public need to be held accountable to follow sexual harassment policy.

The Library Trustees will review the town's sexual harassment policy and come back with suggestions and with ideas for additional reporting procedures and language. The sexual harassment policy is found on pages 22-26 of the town personnel policy.

Flooring for Paige Room

Cardoza Flooring LLC gave an estimate and brought flooring samples for us to look at. An estimate of \$7113.68 was given for floating vinyl flooring (Evolution.) This includes installation of underlayment and removal & disposal of the existing carpet. Evolution is the upper end of the line for this type of vinyl flooring. We were planning to have the carpet removed and disposed of before the floors were laid as a result the cost for removal of the carpet can be taken out of any of the estimates. The Trustees and director Hague discussed when to schedule the flooring project. Director Hague suggested in October after the summer and back to school rush, as the library is busiest during these times. Treasurer Morin asked if the employees would be out of work and not paid for the week. The Trustees will discuss this as the time approaches but it was discussed that it might be an option for the workers to be in helping and working on other projects in the library during the period the library is closed for floor repairs.

Cardoza Flooring LLC gave an additional estimate for Flex Tec at \$40.79 per square yard. With approx. 1139 square feet the cost would be \$5678.81. Director Hague has talked with another library that has used Flex Tec and has been very happy. It is easy to clean and does not need to be buffed.

It was discussed that carpet is less expensive but has a \$400 to \$500 cleaning fee each year versus the vinyl that can be cleaned and maintained by the library staff. Carpet also has the potential to collect dust mites. The noise with carpet versus vinyl was also discussed. This type of vinyl is soft so noise will not be a problem. After discussion and examination of the flooring samples the Trustees agreed to go to the Board of Selectmen with Evolution and Flex Tec as options for the library floor.

The Trustees also discussed language to include in the RFP. In the RFP Director Hague would like to have additional language about a guarantee on the flooring and workmanship. The Trustees discussed making sure that the floor is even so that the new flooring can be laid down, ensuring that it will lay flat and even. The Trustees would also like to see language that includes that the project would be scheduled somewhere in the window of October to November 1st. Director Hague will include language asking contractors to indicate what book-stacks will need to be removed in order to complete the job.

Exploratory Committee

Dir. Hague stated that this is a busy time of the year at the library with preparations for summer which is one of the busiest times of the year. Director Hague stated that all the staff is busy. Circulation numbers do not always reflect this but the library has seen a shift toward services and not just book lending. This utilizes staff at a time when changes in staffing have stretched the current staff thin. It was discussed that the exploration committee be tabled. The Trustees agreed to table the committee until August.

Update on Server Replacement

Director Hague has not had the opportunity to move forward with the purchase of the server due to time constraints and staff changes. Previously the Trustees discussed having fiber optic installed by Granite State. This was discussed and then declined due to the cost such a project would entail for the library. Treasurer Morin was looking into the possibility of Granite State completing the wiring for fiber optic at a reduced rate. As she hears more on this she will keep the Trustees informed.

New Business:

Alternate Electric Supplier

A patron brought an alternate electricity supplier to the attention of Director Hague. A Telephony Connections brochure was shared with the Trustees. The library could possibly save 10% on electricity.

The trustees asked where and what the source for the electricity is. This was unknown. The Trustees agreed that at this time the savings were not enough to change from our current supplier PSNH.

Trustee Training Sessions

The trustees discussed the upcoming Library Trustees trainings. It is a good opportunity to learn more and network with other trustees.

Roofing Repairs/Replacement

The damage on the roof was discussed. Winter winds damaged some of the shingles on the roof. The roofer was able to repair some shingles. The roof was a 20 year roof and has reached the end of it's life. Since the library's roof has been up for 20 years, the roof is on borrowed time and will need to be replaced in the near future. Every time we have wind we may have additional roof/shingle damage.

Personnel Review

Treasurer Morin moved to go into non-public session. The Trustees agreed and entered a non public session at 8:30. The Trustees came out of non-public session at 9:10. The Trustees voted to seal the minutes from the non-public session. All present were in favor.

Chairman Kelley moved to adjourn the meeting. Treasurer Morin seconded this. All were in favor. Meeting adjourned at 9:55 p.m.

Next Meeting

Thursday, June 3, 2010 at 6:30 p.m.

Respectfully submitted,

Jill Tacy
Secretary
/attachment

Weare Public Library Hearing to Accept Funds 6-May-10		
Source	Designation	Amount
Wm. And Karen Lion	with other Lion family gifts	\$50.00
Book replacement	books	\$119.90
Humanities Council	grant for lecture	\$250.00
income generating equipment	books and supplies	\$40.00
other small donations	books and supplies	\$155.00
		\$614.90